

**I-MANAGE STARS PROJECT
OPERATIONAL SEQUENCE SCHEDULE
APRIL 2005**

V7
Apr 28, 2005

ID	START	FINISH	ACTIVITY	RESPONSIBLE	DEPENDENCY	REMARKS
1	1-Apr	Ongoing	Any new AFF values (including WFO) should continue to be sent using existing process to Wendy H. Miller.	Field Offices		Field Offices will be notified of any changes to the current process after it is transitioned from the STARS Project Team to EFASC.
2	1-Apr	Ongoing	Perform table maintenance to add new AFF values (including WFO).	Wendy H. Miller	1	
3	NA	NA	Interface HQ FDS feeds for any emergency AFPs issued during Dark Period (including Apportionment, Allotment, AFP/Base Table updates that may be necessary).	OFO (ME-12)		NO APRIL Dark Period AFPs issued.
4	29-Apr	30-Apr	Record advances.	EFASC-Germantown		
5	29-Apr	2-May	Interface Field FDS feeds (FCDS/BEARS) for any allocations needed.	BEARS - ID, OH, OR, SPRO, RF, RL, SR FCDS - CH, NNSA	1-4	
6	29-Apr	2-May	Use Web ADI for the Field Budget Conversion Interface to record manual allocations needed.	HQ, NETL, OSTI, PNR, SNR	1-4	
7	28-Apr	29-Apr	Enter any supplier records necessary for April Dark Period payments.	EFASC-Oak Ridge		OR will enter any suppliers needed for April DISCAS Dark Period payments. A log of updates made to DISCAS for April DISCAS payments will be maintained and shared with affected Field Offices to preclude duplicate entries from being made.
8	29-Apr	2-May	Enter new suppliers	EFASC & Field Offices		These entries may be necessary for commitments and/or obligations. <u>Each office should maintain a log during the April Dark Period of any new suppliers that will need to be entered to STARS.</u>
9	29-Apr	2-May	BEARS/FCDS Interface Feeds for Commitments/Obligations Generated <u>DURING or AFTER</u> the Dark Period via Non-IC Interface	BEARS - ID, OH, OR, SPRO, RF, RL, SR FCDS - CH, NNSA	1-5, 7-8	Offices must interface files to STARS in the same sequence they were generated.
10	29-Apr	2-May	Enter manual commitments/obligations generated <u>DURING or AFTER</u> the Dark Period.	HQ, NETL, OSTI, PNR, SNR	1-4, 6-8	Enter manual commitments/obligations not captured in FCDS or BEARS.
11	28-Apr	TBD	Run PO Invoice Matching Report - provides lines of available funding; can determine where PO receipts are needed.	EFASC-Oak Ridge		This will be similar to running a CDR report in DISCAS.
12	28-Apr	TBD	Enter Invoices for April DISCAS payment activity.	EFASC-Oak Ridge	9-10 (for those payments requiring additional funding)	April invoices can be entered as soon as the system is turned over. If unpaid obligations do not exist on the PO at 3/31/05, the obligations will need to be adjusted prior to entering the invoice (rows 9 and 10 above).
13	28-Apr	TBD	Enter costs (PO Receipts) needed for <u>April DISCAS payments</u> .	EFASC-Oak Ridge	12	Payments may be recorded without entering cost. The invoice will be put on hold if cost does not exist. However, this is a manual release. May defer the majority of this activity to May business.
14	28-Apr	TBD	Approve Invoices and Process Payments for all April DISCAS payment activity.	EFASC-Oak Ridge	12	Ensure April DISCAS Dark Period payments entered to STARS with a payment type of CLEARING (will <u>not</u> be submitted to Treasury for payment).

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15	29-Apr	TBD	Travel Manager Authorization Interface Feeds - Dark Period Backlog	EFASC-Germantown		EFASC will control the interface of TM authorization files for the business month of April to ensure the backlog is processed in the proper sequence. Each time the STARS TM authorization interface is run, it will pull <u>ANY</u> unprocessed TM files on the STARS production server. Field POC assistance may be needed to resolve data issues including manual entry of rejected transactions to STARS. All files interfaced through April 30 will be processed as April business. Remaining files must be held until the PO Module is opened for May business (possibly May 2nd). EFASC will need to coordinate with Juanita DeLair.
16	TBD	TBD	Travel Manager Voucher Interface Feeds - Dark Period Backlog	EFASC-Germantown	15	EFASC will control the interface of TM voucher files for the business month of April to ensure the backlog is processed in the proper sequence. <u>Travel vouchers must be manually entered to STARS for any DISCAS unpaid travel orders as of March 31 (these vouchers will reject upon interface to STARS from TM).</u> For Local Vouchers: If there are any POs created in 'INCOMPLETE' status due to potential funding issues, the Receipt+Invoice will have to be created manually. This may be a time consuming task if the volume is large. All TM Vouchers will be processed as May business.
17	TBD	TBD	Process TM Payments	EFASC-Oak Ridge	16	Once the interface completes successfully, the invoices will be ready for payment batching and certification. Batch travel invoices separately using Pay Group of TM; Distribution List of OR. Payments will be processed with MAY pay dates.
18	29-Apr	3-May	Enter new AR customers if necessary for April collections received.	EFASC - Germantown		
19	29-Apr	3-May	Enter collections.	EFASC - Germantown	18	Unidentified collections will be recorded to suspense.
20	TBD	TBD	Enter costs (PO Receipts) backlog for other than April DISCAS payments.	EFASC - Germantown EFASC - Oak Ridge PNR, SNR		Enter if time permits. May defer the majority of activity to May business.
21	29-Apr	TBD	Enter incoming IPACs.	EFASC - Germantown		Enter all April business. Unidentified IPACs will be recorded to suspense.
22	2-May	Ongoing	DOE-CWEB/SPS			Both are automated interfaces (no files - database to database) based on real-time connection between ECWEB/SPS and STARS.
23	4/29/2005 TBD		OPEN MAY BUSINESS - AP Module - PO Module	EFASC - Germantown		When May is opened, the system will default entries to May. Users must exercise care to ensure transactions are posted in the correct period.
24	29-Apr	Ongoing	ASAP Obligation from STARS to ASAP	EFASC - Germantown Field Offices	9, 10	When the ASAP obligation interface is processed, each office will need to certify the authorizations in the Treasury ASAP system before the grantee can withdraw funds. If authorizations are entered during the April Dark Period to Treasury's ASAP, the "duplicate" fed by STARS should not be certified and will have to be manually removed. This interface will run daily (M-F), beginning April 29.
25	29-Apr	3-May	ASAP Payment from ASAP to STARS	EFASC - Oak Ridge	9, 10	April backlog of files will be transferred by Oak Ridge to the HQ HP. The DEV and IT Teams will coordinate the transfer of files to STARS for processing.
26	4-May	4-May	ASAP Report (for reconciliation)	EFASC - Oak Ridge Field Offices	25	Defer resolution of differences to May business.
27	29-Apr	30-Apr	DOEInfo - LDS	EFASC - Germantown		We need to ensure we process the April Pay periods in sequence when STARS is operational. The period is determined by the date the interface is executed. The April LDS feeds need to be processed by COB April 30 to be included as April business.
28	4-May	4-May	DOEInfo - Employee	EFASC - Germantown		Prior to Go Live, as part of the conversion effort, an extract will be interfaced to STARS. Interface will execute weekly after go-live.
29	2-May	2-May	WCF Interface - Funding	EFASC - Germantown		Interface processing time should be minimal (< 15mins). Processing these for month end should not be a problem unless a large number of errors are encountered.

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30	3-May	3-May	WCF Interface - Costs	EFASC - Germantown	29	Interface processing time should be minimal (< 15min). Processing these for month end should not be a problem unless a large number of errors are encountered.
31	1-May	3-May	Integrated Contrator Feeds - 'Validate' Mode	Integrated Contractors		Integrated Contractors may upload preliminary files to validate data. Final file should be uploaded no later than noon local time on May 3 (2nd work day). Validate mode generally takes from 10-30 min per file depending on the contractor.
32	3-May	TBD	Integrated Contrator Feeds - 'Real' Mode	EFASC - Germantown (with support from Field Liaisons)	31	EFASC Field Liaisons will need to work closely with the EFASC Financial Systems Team and coordinate with their contractors to resolve errors. Real mode generally takes on average 15-30 min per file depending on the contractor.
33	1-May	3-May	Non-Integrated Contractor Feeds - 'Validate' Mode	Rocky Flats - Jack Hart Richland - Paul Mendez and Liza Guzman		Processing of the cost files will depend on how many errors are encountered. The interface processing time will be minimal.
34	3-May	TBD	Non-Integrated Contractor Feeds - 'Real' Mode	Rocky Flats - Jack Hart Richland - Paul Mendez and Liza Guzman	33	Processing of the cost files will depend on how many errors are encountered. The interface processing time will be minimal.
35	TBD	TBD	April Month-end Close Process	EFASC - Germantown EFASC - Oak Ridge	1-34	Refer to Month-end Close Process document. The start/finish of month-end close is dependent upon completion of preceding activities.
36	TBD	TBD	CHRIS	EFASC - Germantown		DEFER TO MAY BUSINESS. Need to ensure interface files are processed in the same order they were generated DURING/AFTER the Dark Period. The GL entries will be created by a separate 'Program Create Journals'. The interface programs do not submit this explicitly, but the program will run as a scheduled job according to PO Team.
37	TBD	TBD	AR Bills will be held until MAY BUSINESS.	EFASC - Germantown		

STARS APRIL PROCESSING POCs

OFFICE	POC	PHONE	E-MAIL
Chicago			
EFASC	Lorraine Moxley	3-9475	
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NETL			
NNSA	Kevin Goetz	505-845-4655	kgoetz@doeal.gov
Oak Ridge			
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Richland			
SNR			
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Savannah River	Dorothy Smith	803-952-6146	dorothy.smith@srs.gov
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